



# SENIOR ADVISORY COMMITTEE

State of Indiana SAC Charter – FFY 2018

## Homeland Security Grant Program (HSGP)

In accordance with the U.S. Department of Homeland Security (DHS) Notice of Funding Opportunity (NOFO) for Federal Fiscal Year (FFY) 2018 Homeland Security Grant Program (HSGP), this Charter establishes the membership, priorities, and administration guidelines for Indiana's SAC.

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## Article I. Background and Purpose

### Section 1.01 Background

The establishment of a Senior Advisory Committee (SAC) is required by the Federal Fiscal Year 2018 Homeland Security Grant Program Notice of Funding Opportunity (NOFO).<sup>1</sup> Per the NOFO, state administrative agencies, such as the Indiana Department of Homeland Security (IDHS), must establish a SAC and provide a copy of the SAC Charter as part of its application for FFY 2018 State Homeland Security Program (SHSP) funds. This Charter supersedes and replaces the SAC Charter created by IDHS in FFY 2017.

### Section 1.02 Purpose

The purpose of the SAC is to ensure that SHSP funds are allocated in a manner that effectively supports a whole community approach to emergency preparedness and management in Indiana while also enhancing core capabilities aimed at achieving the National Preparedness Goal.<sup>2</sup> The SAC will accomplish its purpose by maintaining a focus on our core capabilities while providing oversight and direction throughout the grant review, scoring, and award process for SHSP grant funding administered by IDHS.

Per the NOFO, the specific responsibilities of a SAC include:

1. Integrating preparedness activities across disciplines, the private sector, non-profit organizations, faith-based and community organizations, and all levels of government, including local, state, tribal, and territorial, with the goal of maximizing coordination and reducing duplication of effort;
2. Creating a cohesive planning network that builds and implements preparedness initiatives using DHS/FEMA resources, as well as other Federal, state, local, tribal, territorial, the private sector, and faith-based community resources;
3. Management of all available preparedness funding sources to ensure their effective use and to minimize duplication of effort;
4. Ensuring applications for SHSP funds align with the capability gaps identified in the State's THIRA/SPR process;
5. Assist in preparation and revision of the State, regional, or local homeland security plan or the threat and hazard identification and risk assessment, as the case may be; and
6. Assist in determining effective funding priorities for SHSP grants.

## Article II. Composition and Scope

The membership of the SAC must reflect the state's unique risk profile and the interests of five mission areas, which are defined within the National Preparedness Goal: (1) prevention; (2) protection; (3) mitigation; (4) response; and (5) recovery.

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<sup>1</sup> [Notice of Funding Opportunity – Federal Fiscal Year 2018 Homeland Security Grant Program \(HSGP\)](#)

<sup>2</sup> The National Preparedness Goal is: "A secure and resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk." Link to National Preparedness Goal webpage: <https://www.fema.gov/national-preparedness-goal>.

### Section 2.01 Chairperson

The SAC will be chaired by the Executive Director for the Indiana Department of Homeland Security, as it is the coordinating agency for the SAC.

### Section 2.02 Appointment and Term

The Chairperson will appoint the voting members of the SAC. Each voting member that is not representing a specific state agency position shall serve for a minimum of one (1) year and may be appointed for a total of four (4) years. Terms are not required to be served consecutively.

### Section 2.03 SAC Membership

Per the NOFO, SAC membership shall include at least one representative from relevant stakeholders including:

1. Individuals from the counties, cities, and towns within the State;
2. Representatives that were involved in the production of the state's THIRA/SPR;
3. State and Urban Area Chief Information Officers (CIOs) and Chief Information Security Officers (CISOs);
4. Statewide Interoperability Coordinator (SWIC) and Statewide Interoperability Governing Body (SIGB) members;
5. Citizen Corps Whole Community Councils;
6. Local government officials;
7. Emergency response providers, including representatives of the fire service, law enforcement, emergency medical services, and emergency managers;
8. Public health officials and other appropriate medical practitioners;
9. Hospitals;
10. Individuals representing educational institutions, including elementary schools, community colleges, and other institutions of higher education;
11. State and regional interoperable communications coordinators, as appropriate;
12. State and major urban area fusion centers, as appropriate; and
13. Nonprofit, faith-based, and other voluntary organizations such as the American Red Cross.

### Section 2.04 Conflicts of Interests

The members of the SAC shall not participate in any decision or vote, or discussion relating to a decision or vote, if the voting member has knowledge that any of the following has a financial interest in the outcome of the matter: The SAC member; a member of his or her immediate family; a business organization in which the SAC member is serving as an officer, member, director, trustee, partner, or employee; or a person or organization with whom the SAC member is negotiating or has an arrangement concerning prospective employment.

If a conflict is identified, the SAC member shall recuse himself/herself from the discussion and the decision or vote and will notify the IDHS Ethics Officer immediately ([ethics@dhs.in.gov](mailto:ethics@dhs.in.gov)).

### Section 2.05 Confidentiality

The members of the SAC shall not divulge, benefit from, or attempt to benefit from confidential information that they receive as a result of their membership on the SAC.



## Article III. Meetings

### Section 3.01 Schedule and Procedure

The SAC will meet on a quarterly basis with the following general goals for each meeting:

1. **February:** Discuss funding priorities; update and approve Charter for current FFY; ensure other application requirements are met and ready for filing when new NOFO is released;
2. **April:** Applications are due; SAC and IDHS will review and score applications; make recommendations for which applications should be considered during executive session;
3. **July:** Review SAC scores, IDHS scores and recommendations, and vote on awards; hold executive session for sensitive projects;
4. **November:** Assist with THIRA/SPR; conduct after action review; considerations for next year; discuss membership reappointment and new appointments.

### Section 3.02 Notice

The SAC will serve as a governing body, as defined in Ind. Code § 5-14-1.5-2(b). Notice of each meeting and an agenda (if one is utilized by the SAC) will, therefore, be posted in accordance with the Indiana Open Door Law. Ind. Code § 5-14-1.5.

### Section 3.03 Conduct

1. **Location:** The meetings will generally take place at the Indiana Government Center South in Indianapolis, IN. However, some meetings may be held offsite. The meeting location will always be included in the Notice.
2. **Voting:** The members listed above shall be the voting members of the SAC. A vote will be required in order for the SAC to take official action on any order of business before the SAC.
  - a. In order for a vote to take place, a quorum of the voting members must be present. A quorum means that the majority of the members are present for the meeting (in-person, by teleconference, or by proxy).
  - b. A vote will pass by a majority of the members present.
  - c. SAC members may attend meetings telephonically (when supported by the location) or may send a proxy.
3. **Executive Sessions:** The SAC may hold executive sessions in accordance with the Indiana Open Door Law upon a majority vote of a quorum of its members. Executive sessions are closed to the public, per Ind. Code § 5-14-1.5-2(f).
4. **Meeting Memoranda:** Per Ind. Code § 5-14-1.5-4, a memoranda shall be kept as the meeting progresses containing the date, time, and location; a list noting which members are present and which are absent; the general substance of all matters proposed, discussed, or decided; a record of all votes taken; and any other information required by Ind. Code § 5-1.5-2-2.5. The memoranda shall be made available to the public within a reasonable period of time after the meeting.

## Article IV. Award Process

### Section 4.01 Core Capabilities

**“The National Preparedness System is the instrument the Nation employs to build, sustain, and deliver the core capabilities needed to achieve the goal of a more secure and resilient Nation. The development and sustainment of these core capabilities is not exclusive to any single level of government or organization, but rather requires the combined effort of the whole community. To that end, the FFY 2018 HSGP represents one part of a comprehensive set of measures authorized by Congress and implemented by the Administration. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, HSGP supports the goal to Strengthen National Preparedness and Resilience.” – FFY 2018 HSGP NOFO, page 2.**

With the core capabilities in mind, the SAC will receive, review, and make award decisions on grant applications for the allocation of HSGP grant funds received by the State of Indiana for FFY18.

### Section 4.02 Evaluation Process

#### (a) THIRA/SPR

The IDHS shall inform the SAC regarding the most recent Threat Hazard Identification and Risk Analysis (THIRA) and Stakeholder Preparedness Review (SPR), including capabilities and shortfalls with recommended actions and the SAC shall assist the IDHS with the next years’ THIRA/SPR.

#### (b) Application Preparation

The SAC shall work with IDHS staff to ensure that all grant application materials, including the investment justification, SAC Charter, and various standard forms are ready for submission by the deadline provided in the NOFO for that federal fiscal year.

#### (c) Sub-Recipient Application Review

IDHS shall perform an initial review and score all sub-recipient applications and will make recommendations to the SAC regarding awards. The SAC shall review and score the sub-recipient applications, review IDHS’s scores and recommendations, and vote on the awards. It will also vote on any State project proposals and requests by the State to retain funds from a sub-recipient.

#### (d) Retaining Funds

The IDHS is required to “pass through” at least 80 percent of the SHSP grant funds it is awarded to local or tribal units of government (sub-recipients) within 45 calendar days of receiving the notice of award letter.

The IDHS may retain the other 20 percent of the SHSP grant funds for funding expenditures made by the State on behalf of sub-recipients. In some exceptional cases, the IDHS may seek to retain more than 20 percent; however, this may occur only with the written consent of the sub-recipient through a Letter of Consent, specifying the amount of funds to be retained and the intended use of funds.

#### (e) Letters of Consent

The SAC shall review all Letters of Consent requesting to retain additional funds to ensure that such requests are being made in an equitable manner, based on the following criteria:

- i. The IDHS shall first seek to retain funds from sub-recipients that have, within the past two (2) years, failed to submit consistent quarterly reports, failed to fully expend funds (de-obligated funds), previously mismanaged award funds, or otherwise failed to comply with the grant agreement between the IDHS and the sub-recipient.
- ii. The State shall not seek a Letter of Consent to retain grant funds for more than two (2) years in a row from the same sub-recipient.
- iii. The IDHS shall submit proposals to the SAC regarding Letters of Consent to retain grant funds explaining how the State would utilize the grant funds and how that use aligns with supporting Indiana's core capabilities.
- iv. The SAC shall review and vote on the proposals and may make proposals of its own. If approved, the IDHS shall send a Letter of Consent to the sub-recipient.
- v. The retained funds shall be used only for the purposes proposed to and approved by the SAC and agreed upon by the sub-recipient.

#### Section 4.03 Post-Award

Following the award of grant funds to the sub-recipients, the SAC shall conduct an after action review to determine whether the review and awards process for FFY 18 was effective and to propose changes for FFY 19. The IDHS will also compile a list of grant sub-recipients, amounts, and a general description of the project that will be reviewed by the SAC and made available to the public.


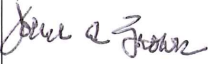
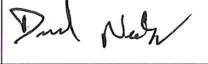




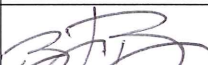

#### Section 4.04 Administration

This grant shall be administered in accordance with the FFY18 NOFO, DHS Standard Administrative Terms and Conditions, and the Notice of Award. The IDHS shall complete all reporting requirements, extension requests, grant closeout, and any other required administrative tasks.



## Article V. SAC Roster and Membership Agreement

As a member of the Indiana Senior Advisory Committee (SAC), I have read and agree to the terms of the FFY 2018 SAC Charter for the State of Indiana.

Representative	Name	Title/Organization	Signature	Date
State Homeland Security Advisor	Bryan Langley	Executive Director, IDHS		
Counties, Cities, and Towns	Ryan Mears <i>By Proxy Dan Cicchini</i>	Marion County Prosecutor's Office		8/17/18
THIRA/SPR	John Brown	Director of Planning, Training and Exercise, IDHS		8/17/18
Chief Information Officer	Deward Neely	CIO, State of Indiana		8/17/18
Statewide Interoperability Coordinator	Sally Fay <i>MICHAEL WATKINS as Be Proxy</i>	SWIC & Communications Director, IPSC		8/17/18
Citizen Corps WCC	Jane Crady	President, Indiana VOAD		8/17/18
Fire Service	Danny Sink	Fire Chief, Goshen Fire Department		
	Steve Cox	Fire Chief, South Bend Fire Department		8-17-2018
Law Enforcement	Dennis Quakenbush	Hamilton County Sheriff's Office		8/17/2018
Emergency Medical Services	Dr. Michael Kaufmann	EMS Medical Director, IDHS		
Emergency Management	Bernie Beier	Director, Allen County Office of Homeland Security		8.17.18
Educational Institutions	Steve Cain	Manager, PU Ext Disaster Outreach/EDEN Extension Disaster Communication Specialist		
	Michelle Wenglikowski	Director of Student Services, East Allen County Schools		
	John Elcesser	Executive Director, INPEA		8/17/18
	Phil Johnson	Sr. Director of Campus Safety & Emergency Management, ND		



Non-Profit, Faith-Based, Volunteer Organizations	Joe Wainscott	Division Disaster State Relations Director, American Red Cross		
Fusion Centers				
Public Health Official				
Local Government Official				
Tribal Organization				